



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0103N12

APPLICATION SUPPORT PROJECT LEADER/TRAINING MANAGER
(EXTENDED POSTING)

Opening Date: January 27, 2012

Closing Date: June 15, 2012

A Vacancy Exists

Salary: \$53,482 - \$66,852 per year (Minimum – Midpoint) Pay Grade 18*

Recruiting For: Administrative Office of the Courts

Location: New Castle County (Please check this location on your application)

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: Responsible for the management of IT training projects and supervising the daily operations of a unit of application support personnel responsible for training and testing for new or existing applications. This employee is also responsible for the administration and coordination of training, informational and/or educational programs, courses, curricula, training resources, lesson plans, materials, and visual aids for group or one-on-one instruction.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Experience in training administration which includes planning and establishing training priorities, implementing strategic initiatives, developing and implementing training programs, and overseeing the development of training courses and materials.
2. Experience with training staff supervision including planning, assigning, reviewing, and evaluating the work of others.
3. Some experience in information technology project management, which includes planning, scheduling, staffing, coordinating, controlling, monitoring, evaluating, and reporting on the status of IT and other projects.
4. Ability to communicate courteously and effectively, both verbally and in writing, including the ability to communicate complex, technical information in a format

appropriate to ensure audience comprehension with a diverse group of clients such as end-users, staff, and coworkers.

5. Knowledge of and interest in pursuing professional training certification.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
New Castle County Courthouse
500 N. King Street, Suite 11600
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary –
An Equal Opportunity and Affirmative Action Employer**